

Elmlea Trust PTA AGM 2022-23

Monday 6 March, 19.00, Classroom 2AW

Attendees	
Jen Howells (Chair; JH)	Debbie Frost (DF)
Tina French (Treasurer; TF)	Helen (via Zoom)
Lucy Lee (Secretary; LL)	Tripta Grey (Support; via Zoom)
Joy Chung (Support; JC)	Bethany Robertson (via Zoom)
Lee Daubney (LD)	

Apologies	
Jenny Harries (1F)	Verity (2AW)
Isobel Pigeon (Willow)	Jess (6LS)
Jemma Halstead (2R)	
James (Oak)	

1. Chair's report

Minutes from the last meeting (22nd November 2021) were approved, with Lucy and Tina having read recently. Jen thanked everyone for coming and Lee Daubney for his time.

Jen reported on events held last year (September 2021-August 2022), noting that the Circus had been delayed until September 2021 because of Covid; there had been lots of Christmas activity; a successful Jubilee picnic; ice cream sales; she thanked Joy for organising Easter themed crafts and the external Easter hunt; winter disco; ongoing uniform sales (the shed was up and running for Autumn 2022 which has been really helpful).

This academic year Jen noted we'd had Christmas fundraising (cards, hampers, Christmas jumper day) and our first Christmas market which was aimed at supporting families with the expense of Christmas during the cost of living crisis; nativity refreshments went well and were well received; uniform sales via the shed.

Thank you to everyone who volunteered to support these activities and to everyone who spent money, helping raise vital funds for the Trust.

After three years as Chairperson, Jen is stepping down. We are looking to recruit a new Chair (could be shared between two people) and Jen will be on hand to support in a transition phase until October 2023.

2. Treasurer's report

Tina talked through the Treasurer's report. This academic year the PTA has raised £5,000 so far, which is a great start. The biggest money maker in recent years has

been the Christmas hampers (thank you class reps), with slightly fewer raffle tickets sold this year than last but a great £2,585 raised. Slightly fewer Christmas cards were sold this year too (£840) but still a good amount and thank you to Cheryl for all her efforts making that happen. Christmas tree sales raised £350; thank you to Rob for selling the trees. Last year the Jubilee picnic made £1,360 and the winter disco was popular (£1,300).

Tina reported there is £15,000, of which £3,000 needs to be reserved as a buffer, leaving £12,000 to pledge to the Trust this year.

Last year £16,000 was spent on touch screens for each classroom (nine in total), for which LD reiterated the Trust's thanks.

There was a good turnout of volunteers for the Christmas market; feedback that it was difficult to attend when could not bring kids / a shame younger children couldn't attend.

LD suggested the PTA bring back cake sales.

- ▶ The PTA needs to check [Natasha's Law](#) and how to work safely within this.
- ▶ We would also need to coordinate with other bake sales held by classes for their charitable fundraising.

Tina reminded us that for the Charities commission we are two legal entities as a PTA. We need to amalgamate the two. All agreed to amalgamate the two.

- Jen is voted in as Chair (active until October 2023 AGM)
- Lucy is voted in as Secretary and as a trustee.
- Tina is voted in as Treasurer.

Tina will also amalgamate our easyfundraising accounts into one.

3. Deputy Head Teacher's message

Mr Daubney (LD) thanked the PTA for their efforts and noted he was here to support in any way he could.

LD had discussed dates with Senior Leadership Team and confirmed that we can proceed with: parent quiz (12th May); infant disco (9th June) and junior disco (16th June) which he thought were great events. LD would be on site for the Infants' disco. However, the Trust would rather we did not hold a Coronation picnic but consider alternatives to fundraising whilst marking this event. The Trust suggested the PTA pay for commemorative coin for kids to remember day by.

LD confirmed the Trust's priorities for spending as 1. refresh the playgrounds with EYFS markings (£1.5k); 2. Improve the Trust's Sensory provision (£3k); 3. Renew all computers (£30k). He also noted that the PTA used to pledge £100 each year to each class to cover basics of stationary etc. and it would be good to do this again.

4. PTA Events for 2022/2023

- Quiz: Cheryl and Louise, 12th May
- Discos: 9th June (Junior) and 16th June (Infant)

The Trust is unsure about holding the Circus again. LD suggested an outdoor film night or inviting a theatre company to perform. It was noted that the risk assessment for the circus tent for example was fairly onerous. He noted it would be good to hold an event which can serve the community. JH queried a panto; LD noted the staff perform a panto for the children every year.

- ▶ LL to make contact with theatre company LD mentioned.
- ▶ JC to look into outdoor cinema options.

LD also mentioned that a sponsored walk around the field had worked well in previous years. He also wondered whether the PTA could sell non-alcoholic refreshments at 'Fun on the field' sports day. Roving ice cream sellers might work well.

Ice cream sales: need to check state of freezer (needs defrosting) Year 6 to sell? JH: didn't get enough volunteers last year.

Tina queried how we might best make secondhand infant uniform available to new starters. EF suggested that we bring out secondhand uniform at every event.

EF suggested a 'Pie-face a teacher / wet sponges' event whereby the class which raised the most money could be present when it happened and throw the pie/sponges. Other classes could watch a live-stream to their classrooms. LD was gallantly game to be part of this. ▶ EF to write proposal of how this would work.

Bethany Robertson (2AW) kindly volunteered to take over the maintenance of the secondhand uniform shed; ▶ Tina to handover to her.

EF suggested running a raffle to win a hot tub for a weekend.

JH suggested selling make your own pizza kits.

JC mentioned raffle tickets to do with the coronation; perhaps a trip to London?

Local sponsorship was mentioned, though Year 6 leavers rely on local sponsorship for their yearbooks, so need to be careful don't ask too much of local businesses. TF noted sponsorship for Y6 yearbook was going well.

5. AOB

JH queried welcoming new Reception starters and when/how best to do this.

► LL to check with Abby Neal about dates for sending new starter packs so we can be part of this and making second-hand uniform available to new starters.

Next PTA Committee meeting: 21st March 2023

Appendix 1
PTA Event Organisers and Core Team 2022/2023

Role	First	Last
PTA Chair	Jen	Howell
Vice Chair		
Treasurer	Tina	French
Secretary	Lucy	Lee
Class Rep Coordinator	Joy	
Publicity (website/posters)	Joy	Chong
Support	Tripta	Grey
Events leads		
Christmas Market		
Christmas Cards	Cheryl	Jenkins
Christmas Trees	Rob	Pengelly
Christmas Fair		
Hampers	Jen	Howell
Disco		
Quiz Night	Louise Cheryl	Jenkins
Coronation picnic		
Cake Sales		
Ice Cream Sales		
Tea Towels		
Uniform Shed	Bethany	Robertson
Year 6 Leavers (hoodies and party)	Liz	Sarsfield
Circus		

Appendix 2
PTA Class Reps 2022/2023

Year	Class	Class Rep 1	Class Rep 2	Class Rep 3
Reception	Oak	Dawn	James	
	Willow	Isobel	Annabel	
	Maple	Louise Pearce	Rachel Wakefield	
Year 1	1F	Jenny Harries	Laura Dresselhaus	
	1C	Thea Tomison	Stassia Myers	
	1SC	Laura Kirston	Melanie Steller	
Year 2	2AW	Cheryl Jenkins	Verity Cook	
	2W	Abi Saillard	Beth Owen	
	2R	Jemma Halstead	Victoria Robinson-Moltke	
Year 3	3M	Lindsey Williams	Lucy Morgan	
	3B	Emer Johnston	Hannah Royston	
	3V	Nikki Puttick	Harriet Longman	Jayne Strickland
Year 4	4CW	Emma Muddimer		
	4M	Rebecca Parkin	Bekah	
	4H	Sarah Mitchell	Becky Harris	
Year 5	5B	Claire Harper		
	5CS	Lousie Wells	Rachel Fewkes	
	5M	Isabel Saunders	Mandy Ingram	
Year 6	6CS	Gaby Doherty	Joy Chong	
	6LS	Jess Watts		
	6L	Ali Howell	Rebecca Pritchard	